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## **MEMORANDUM**

**TO: Licensed Child Care Providers**

**FROM: Office of Child and Family Services**

**DATE: March 5, 2021**

**SUBJECT: COVID-19 Vaccine Administration for Child Care Providers and Staff**

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On March 3, 2021 Governor Mills aligned Maine's vaccination plan with the recent federal directive to make eligible pre-K-12 school staff and licensed child care providers, regardless of age. Accordingly, an estimated 36,400 school staff and 16,000 child care staff have become immediately eligible under this directive.

Under the new federal policy, partners in the Federal Retail Pharmacy Program – which includes Hannaford, Walgreens and Walmart pharmacies in Maine – are directed to give access to available appointments to school personnel and licensed child care providers and staff. The federal government in its directive has identified eligible child care staff as those who work as or for licensed child care providers including center-based and family child care providers. Student interns working for child care providers will be eligible under this program. Contractors hired by the provider and volunteer staff are not eligible. Given the volume of staff and vaccine availability, it may take time for appointments to become available. Vaccination sites are making updates to accommodate this change and will start scheduling appointments as soon as possible. Child care staff should first check the websites of retail pharmacy partners for vaccine and appointment availability.

Maine child care providers are also encouraged to view Maine's COVID-19 [vaccination website](#) for the most up-to-date information on locations accepting appointments and for frequently asked questions concerning vaccines.

Documentation is not required to make an appointment. In order for child care providers and staff to receive the vaccination, proof of employment will be required at time of vaccination. To support this requirement, the Office of Child and Family Services (OCFS) is working with Maine Roads to Quality (MRTQ) Professional Development Network (PDN) to establish a certificate process leveraging its existing online registry. To date, over 11,000 child care providers and staff have registered and have existing certificates. Registration is at no cost to the individual or provider. To obtain a certificate, child care staff may register themselves by completing an online application at the MRTQ PDN [registry website](#). Additionally, child care providers with [Director Access](#) can register themselves and each of their staff also using the

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MRTQ PDN [registry website](#). For registration technical support, email [mrtq.registry@maine.edu](mailto:mrtq.registry@maine.edu) or phone 1-888-900-0055.

Staff who provide support services for the child care, such as cooking, transportation, office functions, etc., can be registered through the MRTQ PDN registry and will be provided a certificate for vaccination.

Individuals not able to print a hard copy of the registry certificate may present an electronic copy at the vaccination site as proof of employment. Please note vaccine recipients should bring proof of both State of Maine residency and eligibility for vaccination. Proof of state residency includes, for example, a Maine-issued driver's license or state identification card; a bill or other piece of mail that includes the person's name and Maine address; an EBT, MaineCare, or shelter ID card; or other documents that can confirm name and address.

For child care programs associated with schools, those providers have the option to use their school affiliation as proof of employment to satisfy the requirements of the federal directive.